

Presenting via Zoom

Hardware

- Please use a computer with hardwired internet connection rather than WIFI (if possible).
- If you must use a mobile device, please use a tripod or other support to stabilize the device in landscape mode (horizontal orientation).
- You can test your equipment [HERE](#).
 - o Be sure to select the appropriate camera, microphone, and speakers if multiple options are available.

Composition

- Position webcam at eye-level or slightly above.
- Sit close enough to produce a chest-high, moderately close-up shot.
- Please use the provided virtual background.
- Please enable HD in your video settings.

Lighting

- Choose an area with indirect light (example: sunlight through a window).
- Avoid having light sources directly behind you (backlighting).
- Avoid placing light sources too close and washing out or creating hotspots on your video.

Sound

- Participate from a quiet location
- Silence your phone and any other devices that might cause a disruption
- Mute your microphone when not speaking or presenting

Attire

- Avoid wearing visually distracting clothing (tweed, plaid, small or overly vibrant patterns, stripes, etc.) and clothing with words and logos (unless it is current University apparel).
- Avoid clothing with low collars/necklines and very short or no sleeves. Three-quarter length or long sleeves are recommended.
- Avoid wearing anything highly reflective.
- Avoid wearing anything that may rub or clang together like bracelets.

Participating

- The webinar is being recorded, please assume that when you enable your camera and microphone that everyone can see and hear you
- Please use the provided virtual background
 - o Save the attached image to your computer
 - o Click on the caret to the right of the camera in your Zoom window and go to “Choose Virtual Background.”
 - o Click on the plus sign, add image, and select the attached background from its downloaded location
 - o Click on the image you just uploaded and close the settings window.
- Enable HD
 - o Click on the caret to the right of the camera in your Zoom window and go to “Video Settings...”
 - o The box to the left of “Enable HD” should be checked then you can close the settings window.
 - If the box is greyed and cannot be toggled, you can close the window.
- The chat window will only be used by the moderators to receive questions. It should not be used to communicate with other panelists or to the audience.
- Panelists who are only participating in the Q&A should not share their cameras unless answering a question.
- Please remember to mute your microphone when you are not speaking.